

PM Tools Working Group

Meeting Summary

DAY: 08/28/06
TIME: 10:00am – 11:00am
LOCATION: 3900 Conference Room 39A

Meeting Called By:	Glenn Poplawski & Gaye Mays		
Meeting Purpose:	Discuss PMO tool requirements		
Attendees: (* attended by phone)	EPMO - Gaye Mays ITS – Glenn Poplawski	ITS – Nick Barnet DOR – Barbara Bostian	DHHS – Charles Fraley DHHS – Deanna Perry
Meeting Documents:	Requirements Matrix		
Attachments:	NA		
Next Meeting:	Monday 09/11 @ 10am – 3900 Conf Rm 39-A		

Key Points Discussed

1	Requirements Matrix: Requirements matrix was reviewed and changes noted. Out-of-scope requirements were noted: portfolio management, iWise integration, and SDLC support. DOR noted they did not have a need for Issue, Risk and Change management functionality unless those functions were integrated with the PPM tool.
2	Action item updates: High level requirements – updates provided in spreadsheet to working group. Beacon issues/questions – Glenn obtained two contacts: Dan Childrey for the time component and Anita Ward for employee self-service and technology. The Beacon project is not using Project Server. Bearing Point is hosting the plan/schedule. PPM Tool: The next release of the tool is due in January 2007. Release specifics, including Project Server integration, have not been provided by Microsoft.

♦ Issues

1	
2	

Action Items

1	Team – provide updated high level requirements in matrix by 9/11
2	Glenn – draft scope statement for team to review/approve
3	Glenn –follow up with Dan Childrey and Anita Ward